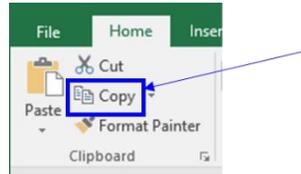


Appendix F: Instructions on How to Copy-Paste Data as “Values” Only (i.e., Without Any Formatting) in Microsoft Excel Spreadsheet

1. Select the cell(s) with the content you want to copy.
2. To copy data from these cells:
 - If using keyboard, press Ctrl + C (or Command + C, for Mac).
 - If using a mouse, left-click on the “Copy” icon under the “Home” ribbon



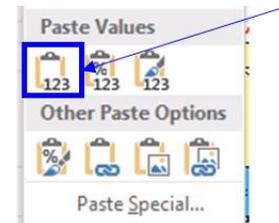
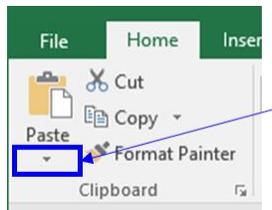
Or right-click on the selected cells and choose “Copy”.



3. Select the cell(s) into which you want to paste the data (i.e., destination cells).
4. To paste data as “Values” only (i.e., without any formatting):

NOTE: Pasting using keyboard shortcut (i.e., Ctrl + V or Command + V, for Mac) **cannot** be used to paste as “Value” only; therefore, data must be pasted using the steps below.

- If using a mouse, left-click on the arrow under the “Paste” icon under the “Home” ribbon, then select the  (“Values”) icon.



Or right-click on the selected destination cells and then select the  (“Values”) icon.



**Instead of selecting  (“Values”) icon, the data can also be pasted as “Values” only (i.e., without any formatting) by selecting “Paste Special...”, then select “Values” and press “OK”.

